

## TOPIC 2: PAY REFERENCE TABLES

The purpose of this topic is to review the reference tables that will be useful for agencies when working with Pay. A few have been presented in previous courses and will be mentioned again. Additional tables will be covered in more detail.

At the end of this topic, you will be able to:

- Describe the reference tables used when working with Pay.
- Access the reference tables used when working with Pay



## **PAY REFERENCE TABLES**

- **PAYROLL GROUP (PYGP)**
- **PAY CYCLE (CYCL)**
- **PAYROLL NUMBER (PYNO)**
- **PAY PERIOD (PERD)**
- **PAY EVENT TYPE (PPET)**
- **PAY RATE (PPRT)**
- **WORK DAY SCHEDULE (WDAY)**
- **EVENT TYPE (EVNT)**
- **LEAVE POLICY (LPOL)**
- **PAY POLICY (PPOL)**
- **PAY CLASS (PYCL)**
- **CATEGORY (CATG)**



## PAY REFERENCE TABLES

The SAM II HR/Payroll System is table driven. These tables must be populated and maintained for payroll transactions to operate properly. The tables reflect the State of Missouri-determined policies, options, and criteria that support the entry fields used to establish employee pay. Reference tables provide the system with a central source of data used for processing, validation, and reporting. These tables are maintained by the Office of Administration.

The following SAM II/HR Payroll Master System Tables provide information important when establishing and processing pay:

- **PAYROLL GROUP (PYGP)** – The Payroll Group (PYGP) window defines the groups of employees for check printing purposes based on their assigned pay cycle. Currently there is only one payroll group set up for the State of Missouri and that is SMNTH for semi-monthly.
- **PAY CYCLE (CYCL)** – The Pay Cycle (CYCL) defines a distinct payroll cycle period in which pay and deduction details are processed for a given group of employees. This table stores and defines the parameters used in payroll processing.
- **PAYROLL NUMBER (PYNO)** – The Payroll Number (PYNO) table defines the payroll numbers used to group employees for whom pay is generated at the same time. This table also identifies the payroll group and pay cycle with which a payroll number is associated.
- **PAY PERIOD (PERD)** – The Pay Period (PERD) window defines time and pay parameters for each pay period. After the initial entries for each pay period are established, this window is automatically updated for each payroll number in each pay period.
- **PAY EVENT TYPE (PPET)** – The Pay Event Type (PPET) window defines whether or not a pay event is valid for a special pay policy and defines how pay for that event is calculated.
- **PAY RATE (PPRT)** – The Pay Rate (PPRT) window defines an organization's pay plans and allows an employee's pay to be table-driven. Pay rates can be established for any combination of grade, step, pay chart or pay progression. This window allows you to view many pay types and each pay type has a separate amount basis. This combination allows virtually unlimited numbers of pay rates such as regular pay, shift pay, and hazardous duty pay.



## **PAY REFERENCE TABLES**

- **PAYROLL GROUP (PYGP)**
- **PAY CYCLE (CYCL)**
- **PAYROLL NUMBER (PYNO)**
- **PAY PERIOD (PERD)**
- **PAY EVENT TYPE (PPET)**
- **PAY RATE (PPRT)**
- **WORK DAY SCHEDULE TABLE (WDAY)**
- **EVENT TYPE (EVNT)**
- **LEAVE POLICY (LPOL)**
- **PAY POLICY (PPOL)**
- **PAY CLASS (PYCL)**
- **CATEGORY (CATG)**

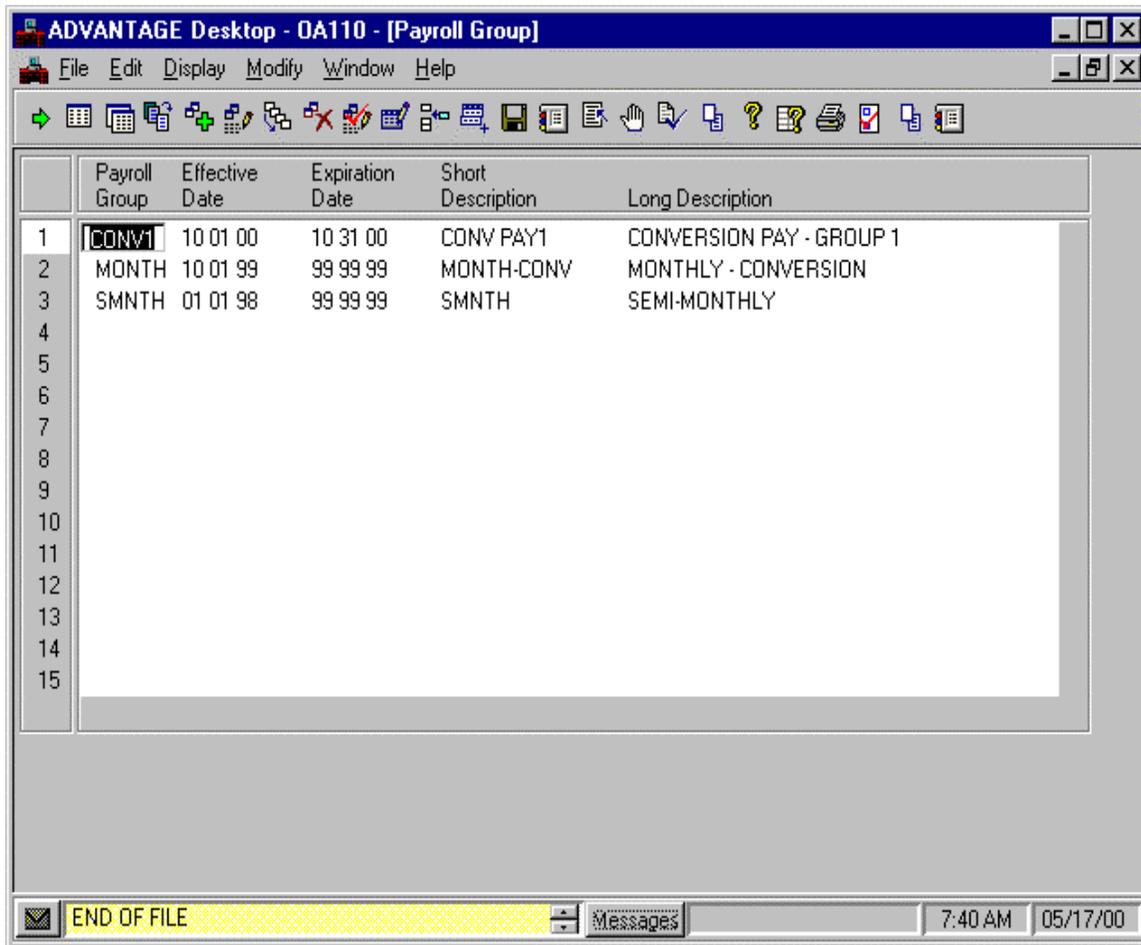
## PAY REFERENCE TABLES



- **WORK DAY SCHEDULE (WDAY)** – The Work Day Schedule (WDAY) window is used to define normal work days, off days (i.e. weekends), holidays, and contract work days for each work cycle as they pertain to State of Missouri employees.
- **EVENT TYPE (EVNT)** – The Event Type (EVNT) table establishes whether a pay/leave event is table-driven (included in system generated pay) or non-table-driven (excluded in the system generated pay) in the SAM II HR/Payroll System. This table is covered in detail in the Time and Leave course manual.
- **LEAVE POLICY (LPOL)** – The Leave Policy (LPOL) window defines the codes which identify all leave policies used by an organization to govern all employee leave processing. This table is covered in detail in the Time and Leave course manual.
- **PAY POLICY (PPOL)** – The Pay Policy Reference Table (PPOL) stores pay policy codes that allow pay type eligibility rules to be established for groups of employees. This table is covered in detail in the Time and Leave course manual.
- **PAY CLASS (PYCL)** – The Pay Class Table stores codes that define groupings for employees who are paid in an identical manner (i.e., biweekly or exception-paid employees with annual salaries). The Pay Class code on an employee's record tells the system how to interpret the pay rates it finds for the employee. This table defines positive or exception-based codes and identifies what pay frequency (weekly, bi-weekly, semi-monthly, etc.) the employee will be paid on. This table is covered in detail in the Position Control course manual.
- **CATEGORY (CATG)** – The Event Category (CATG) window defines and identifies the types of categories including pay, deduction, and leave events. The category is also used for pay and deduction reporting purposes (e.g., W-2 and 941 reporting) and check printing. In addition, this window defines how events are summarized and stored on the employee's records, how the leave category balances are calculated (i.e., year-to-date, inception-to-date, etc.), and how the leave category amounts are defined (i.e., hourly, daily, etc.). This table is covered in detail in the Deductions and Benefits course manual.



# PAYROLL GROUP (PYGP)



The screenshot shows a window titled "ADVANTAGE Desktop - OA110 - [Payroll Group]". The window contains a menu bar with "File", "Edit", "Display", "Modify", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area is a table with the following data:

	Payroll Group	Effective Date	Expiration Date	Short Description	Long Description
1	CONV1	10 01 00	10 31 00	CONV PAY1	CONVERSION PAY - GROUP 1
2	MONTH	10 01 99	99 99 99	MONTH-CONV	MONTHLY - CONVERSION
3	SMNTH	01 01 98	99 99 99	SMNTH	SEMI-MONTHLY
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

At the bottom of the window, there is a status bar with "END OF FILE" on the left, a "Messages" button in the center, and the time "7:40 AM" and date "05/17/00" on the right.



## NOTES



## PAYROLL GROUP (PYGP)

The Payroll Group (PYGP) window defines the groups of employees for check printing purposes based on their assigned pay cycle. The payroll group is assigned to employees on the Payroll Number (PYNO) window. Currently there is only one payroll group set up for the State of Missouri for continuing the SAM II HR/Payroll System purposes. The code is **SMNTH** for semi-monthly.

**Step 1** To open PYGP from the SAM II Desktop Navigator window, click on the Go To icon. Type **PYGP** in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to access information on the PYGP table, or leave the field blank.

**PAYROLL GROUP** – Type **SMNTH**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Payroll Group you entered in Step 2 should now appear. Let's review the remaining fields of the PYGP.

**EFFECTIVE DATE** - The date the entry is effective is displayed.

**EXPIRATION DATE** - The last date the information is in effect is displayed. Default is 99/99/99.

**SHORT DESCRIPTION** - The short description of the payroll group code is displayed.

**LONG DESCRIPTION** - The long description of the payroll group code is displayed. Default is the Short Description entry.



# PAY CYCLE (CYCL)

**Pay Cycle**

Pay Cycle:

Effective Date:       Expiration Date:       Check Date:

Short Description:       Long Description:

Deduction Frequencies:           Percentage of Pay in Prior Acctg Period:

Leave Frequencies:           Labor Accrual %:       Reversal Date:

Pay Event Frequencies:           Taxing Entity:

FLSA Work Cycles

Code	# of Days	End Date 1	End Date 2	End Date 3	End Date 4	End Date 5
7DAYU	07	02 / 17 / 01	02 / 24 / 01	/ /	/ /	/ /
14DAY	14	02 / 24 / 01	/ /	/ /	/ /	/ /
7DAYS	07	02 / 18 / 01	02 / 25 / 01	/ /	/ /	/ /
7DAYF	07	02 / 16 / 01	02 / 23 / 01	/ /	/ /	/ /
28DAY	28	02 / 27 / 01	/ /	/ /	/ /	/ /
		/ /	/ /	/ /	/ /	/ /



## NOTES



## PAY CYCLE (CYCL)

The Pay Cycle (CYCL) defines a distinct payroll cycle period in which pay and deduction details are processed for a given group of employees. This table stores and defines the parameters used in payroll processing. A single pay cycle represents sets of employees who are paid at the same time as indicated by a payroll number. Each entry in the pay cycle table represents a beginning (effective) and ending (expiration) date for a payroll cycle. For the defined period of time, pay cycle attributes such as check date, FLSA cycle, and deduction frequencies are specified. The CYCL table will be set up once yearly, effective dated at the start of the new calendar year. On CYCL, the FLSA Work Cycles may cross Pay Cycles.

**Step 1** To open CYCL from the SAM II Desktop Navigator window, click on the Go To icon. Type CYCL in the **CODE**. Click on the Open button.

**Step 2** Populate the following fields to access information on the CYCL table, or leave the field blank.

**PAY CYCLE** - Each entry represents a distinct payroll cycle period in which pay and deduction details are processed (resulting in disbursement of employee pay) for a given group of employees assigned to a particular Pay Cycle. Type SMNTH.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Pay Cycle you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** - Represents the pay period start date.

**EXPIRATION DATE** - Represents the pay period end date. Default is 99/99/99.

**CHECK DATE** - Represents the date to be printed on the check for the given pay cycle during the specified cycle period (effective date - expiration date combination).

**SHORT DESCRIPTION** - This is the short description of the pay cycle.

**LONG DESCRIPTION** - This is the long description of the pay cycle. Default is the Short Description entry.



# PAY CYCLE (CYCL)

**Pay Cycle** \_ \_ X

Pay Cycle:

Effective Date:       Expiration Date:       Check Date:

Short Description:       Long Description:

Deduction Frequencies:           Percentage of Pay in Prior Acctg Period:

Leave Frequencies:           Labor Accrual %:       Reversal Date:

Pay Event Frequencies:           Taxing Entity:

FLSA Work Cycles

Code	# of Days	End Date 1	End Date 2	End Date 3	End Date 4	End Date 5
7DAYU	07	02 / 17 / 01	02 / 24 / 01	/ /	/ /	/ /
14DAY	14	02 / 24 / 01	/ /	/ /	/ /	/ /
7DAYS	07	02 / 18 / 01	02 / 25 / 01	/ /	/ /	/ /
7DAYF	07	02 / 16 / 01	02 / 23 / 01	/ /	/ /	/ /
28DAY	28	02 / 27 / 01	/ /	/ /	/ /	/ /
		/ /	/ /	/ /	/ /	/ /



## NOTES

## PAY CYCLE (CYCL)

**Step 3** Let's continue to review the remaining fields of the CYCL.

**DEDUCTION FREQUENCIES** - This is used to determine which deduction types are to be processed during the pay cycle specified by this window entry. Refer to the Deduction Frequency (DEDF) window for valid values. **These fields are not used by the State of Missouri.**

**LEAVE FREQUENCY** - This is used to determine which leave accruals are to be processed during the pay cycle specified by this window entry. Refer to the Leave Frequency (LEVF) window for valid values. **These fields are not used by the State of Missouri.**

**PAY EVENT FREQUENCIES** - This is used to determine which pay events are to be processed during the pay cycle specified by this window entry. Refer to the Pay Event Frequency (PAYF) window for valid values. **These fields are not used by the State of Missouri.**

**PERCENTAGE OF PAY IN PRIOR ACCOUNTING PERIODS** - This is the percentage of exception pay which would be allocated to the prior accounting period when the pay cycle period crosses two accounting periods. Values must be between zero and one, where a zero indicates no override (i.e. the split percentage is determined based on the calendar date table) and a one indicates 100% of pay should be in the prior pay period. No more than four decimal places are allowed. Default is zero. **These fields are not used by the State of Missouri.**

**LABOR ACCRUAL %** - This is the percentage of eligible payments for a pay period that should be applied to reversing journal voucher documents used to accrue payroll expenses for the next pay period. Value must be between zero and one, with no more than four decimal places. Default is zero. **These fields are not used by the State of Missouri.**

**REVERSAL DATE** - This the reversal date for reversing journal voucher documents. Not allowed if Labor Accrual % is zero. Required otherwise. **These fields are not used by the State of Missouri.**

**TAXING ENTITY** - This is the federal tax identification number for the agency covered by this cycle. Refer to the Tax Entity Information (TXEN) window for valid values. **These fields are not used by the State of Missouri.**



# PAY CYCLE (CYCL)



**Pay Cycle**

Pay Cycle: **SMNTH**

Effective Date: **02 / 16 / 01**      Expiration Date: **02 / 28 / 01**      Check Date: **03 / 16 / 01**

Short Description: **SEMI-MONTHLY**      Long Description: **SEMI-MONTHLY**

Deduction Frequencies:           Percentage of Pay in Prior Acctg Period: **0.0000**

Leave Frequencies:           Labor Accrual %: **0.0000**      Reversal Date: **/ /**

Pay Event Frequencies:           Taxing Entity:

**FLSA Work Cycles**

Code	# of Days	End Date 1	End Date 2	End Date 3	End Date 4	End Date 5
7DAYU	07	02 / 17 / 01	02 / 24 / 01	/ /	/ /	/ /
14DAY	14	02 / 24 / 01	/ /	/ /	/ /	/ /
7DAYS	07	02 / 18 / 01	02 / 25 / 01	/ /	/ /	/ /
7DAYF	07	02 / 16 / 01	02 / 23 / 01	/ /	/ /	/ /
28DAY	28	02 / 27 / 01	/ /	/ /	/ /	/ /
		/ /	/ /	/ /	/ /	/ /



## NOTES

## PAY CYCLE (CYCL)

**Step 3** Let's continue to review the remaining fields of the CYCL.

### FLSA Work Cycles

**CODE** – These are the FLSA Work Cycle codes associated with FLSA cycles ending in this pay cycle. Refer to the FLSA Work Cycle (FLWK) window for valid values.

**# of DAYS** - This is the number of days in the FLSA work cycle defined above.

**END DATE (1-5)** - These are the ending dates of each of the FLSA work cycles defined by the work cycle which falls within the effective and expiration dates defined above.



## PAYROLL NUMBER (PYNO)



ADVANTAGE Desktop - OA110 - [Payroll Number]

File Edit Display Modify Window Help

	Payroll Number	Effective Date	Expiration Date	Payroll Group	Pay Cycle	Payment Frequency ID	Time Sheet	Short Description	Long Description
1	INACS	01 01 98	99 99 99	SMNTH	SMNTH	S	N	INACTIV EMPL	INACTIVE EMPLOYEES - SEMI MNTH
2	STFAR	01 01 98	99 99 99	SMNTH	SMNTH	S	N	STATE FAIR	STATE FAIR PAYROLL
3	010	01 01 98	99 99 99	SMNTH	SMNTH	S	N	LEG SLRY	LEGISLATURE SALARIED
4	100	01 01 98	99 99 99	SMNTH	SMNTH	S	N	JUD SLRY	JUDICIAL SALARIED
5	151	01 01 98	99 99 99	SMNTH	SMNTH	S	N	PUB DEF SLRY	PUBLIC DEFENDER SALARIED
6	151C	10 01 00	10 31 00	CONV1	CONV1	S	N	PUB DEF SALC	PUBLIC DEFENDER SALARIED-CONV
7	200	01 01 98	99 99 99	SMNTH	SMNTH	S	N	GOV SLRY	GOVERNOR SALARIED

Messages 7:42 AM 05/17/00



## NOTES



## PAYROLL NUMBER (PYNO)

The Payroll Number (PYNO) table defines the payroll numbers used to group employees for whom pay is generated at the same time. This table also identifies the payroll group and pay cycle with which a payroll number is associated.

**Step 1** To open PYNO from the SAM II Desktop Navigator window, click on the Go To icon. Type PYNO in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to access information on the PYNO table, or leave the field blank.

**PAYROLL NUMBER** - Enter the code that is used to group together employees for whom pay is generated during a Gross-to-Net cycle. Separate payroll numbers are required for employees paid at different times or at different frequencies. Type YOUR AGENCY CODE.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Payroll Number you entered in Step 2 should now appear. Let's review the remaining fields of PYNO.

**EFFECTIVE DATE** - The date the change takes effect is displayed

**EXPIRATION DATE** - The last date the information is in effect is displayed. Default is 99/99/99.

**PAYROLL GROUP** - Enter the payroll group with which the Payroll Number is associated. Refer to the Payroll Group (PYGP) window for valid values.

**PAY CYCLE** - The pay cycle appropriate for this payroll number is displayed. The pay cycle specifies the start date, end date, and check date of each pay period. Refer to the Pay Cycle (PYCL) window for valid values.

# PAYROLL NUMBER (PYNO)



ADVANTAGE Desktop - DA110 - [Payroll Number]

File Edit Display Modify Window Help

	Payroll Number	Effective Date	Expiration Date	Payroll Group	Pay Cycle	Payment Frequency ID	Time Sheet	Short Description	Long Description
1	INACS	01 01 98	99 99 99	SMNTH	SMNTH	S	N	INACTIV EMPL	INACTIVE EMPLOYEES - SEMI MNTH
2	STFAR	01 01 98	99 99 99	SMNTH	SMNTH	S	N	STATE FAIR	STATE FAIR PAYROLL
3	010	01 01 98	99 99 99	SMNTH	SMNTH	S	N	LEG SLRY	LEGISLATURE SALARIED
4	100	01 01 98	99 99 99	SMNTH	SMNTH	S	N	JUD SLRY	JUDICIAL SALARIED
5	151	01 01 98	99 99 99	SMNTH	SMNTH	S	N	PUB DEF SLRY	PUBLIC DEFENDER SALARIED
6	151C	10 01 00	10 31 00	CONV1	CONV1	S	N	PUB DEF SALC	PUBLIC DEFENDER SALARIED-CONV
7	200	01 01 98	99 99 99	SMNTH	SMNTH	S	N	GOV SLRY	GOVERNOR SALARIED

Messages 7:42 AM 05/17/00



## NOTES

## PAYROLL NUMBER (PYNO)

**Step 3** Let's continue to review the remaining fields of the PYNO.

**PAYMENT FREQUENCY ID** - The appropriate code to indicate the frequency of pay for the payroll number is displayed. Valid values are:

<b>W</b>	Weekly
<b>B</b>	Biweekly
<b>S</b>	Semi-Monthly
<b>M</b>	Monthly
<b>A</b>	Annually

**The State of Missouri uses S – Semi-Monthly.**

**TIME SHEET** - Indicate whether production of pre-printed timesheets for this payroll number should be allowed. Default is **N**. Valid values are:

**Y** - Allow production of pre-printed timesheets for this payroll number.

**N** - Do not allow production of pre-printed timesheets for this payroll number.

**Always set to N – This field is not used by the State of Missouri.**

**SHORT DESCRIPTION** - The short description of the payroll number is displayed.

**LONG DESCRIPTION** - The long description of the payroll number is displayed. Default is the Short Description entry.



# PAY PERIOD (PERD)



ADVANTAGE Desktop - 0A110 - [Pay Period]

File Edit Display Modify Window Help

	Payroll Number	Pay Period Start Date	Pay Period End Date	Accept Blank Amt	Run GTN	Run Timesheet	Short Description	Long Description
1	CONVM	10 01 99	10 31 99	N	N	N	CONV - PARS	CONVERSION - PARS WAGES
2	INACS	01 01 98	01 15 98	N	N	N	INACTIV EMPL	INACTIVE EMPLOYEE - SEMI MNTH
3	010	05 01 00	05 15 00	N	N	N	LEG	LEGISLATURE
4	100	04 16 00	04 30 00	N	N	N	JUD	JUDICIAL
5	151	04 16 00	04 30 00	N	N	N	PUB DEF	PUBLIC DEFENDER
6	151C	10 01 00	10 31 00	N	N	N	PUB DEF-CONV	PUBLIC DEFENDER-CONV
7	200	04 16 00	04 30 00	N	N	N	GOV	GOVERNOR

Messages 7:36 AM 05/17/00



## NOTES

## PAY PERIOD (PERD)

The Pay Period (PERD) window defines time and pay parameters for each pay period. After the initial entries for each pay period are established, this window is automatically updated for each payroll number in each pay period.

**Note:** This window must be set up for each Payroll Number before the payroll number can be included in a gross-to-net run. After the first run of Gross-to-Net each successive entry is updated by the system based on the Pay Cycle (CYCL) window entries.

**Step 1** To open PERD from the SAM II Desktop Navigator window, click on the Go To icon. Type **PERD** in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to access information on the PERD table, or leave the field blank.

**PAYROLL NUMBER** - Enter the payroll number for the pay period parameters. Type **YOUR AGENCY CODE**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Payroll Number you entered in Step 2 should now appear. Let's review the remaining fields of the PERD.

**PAY PERIOD START DATE** - The first day of the current pay period for the payroll number is displayed.

**PAY PERIOD END DATE** - The last day of the current pay period for the payroll number is displayed.

**ACCEPT BLANK AMT** - A timesheet event might have a blank input amount if timesheet documents (Current Period Timesheet (CPER) and Prior Period Timesheet (PPER)) are automatically generated. Enter **Y** if events with blank input amounts are to be ignored. Enter **N** if events with blank input amounts should generate error messages. **This field should always be set to N.**

# PAY PERIOD (PERD)



ADVANTAGE Desktop - 0A110 - [Pay Period]

File Edit Display Modify Window Help

	Payroll Number	Pay Period Start Date	Pay Period End Date	Accept Blank Amt	Run GTN	Run Timesheet	Short Description	Long Description
1	CONVM	10 01 99	10 31 99	N	N	N	CONV - PARS	CONVERSION - PARS WAGES
2	INACS	01 01 98	01 15 98	N	N	N	INACTIV EMPL	INACTIVE EMPLOYEE - SEMI MNTH
3	010	05 01 00	05 15 00	N	N	N	LEG	LEGISLATURE
4	100	04 16 00	04 30 00	N	N	N	JUD	JUDICIAL
5	151	04 16 00	04 30 00	N	N	N	PUB DEF	PUBLIC DEFENDER
6	151C	10 01 00	10 31 00	N	N	N	PUB DEF-CNV	PUBLIC DEFENDER-CONV
7	200	04 16 00	04 30 00	N	N	N	GOV	GOVERNOR

Messages 7:36 AM 05/17/00



## NOTES

## PAY PERIOD (PERD)

**Step 3** Let's continue to review the remaining fields of the PERD.

**RUN GTN** - Indicates whether gross-to-net should be run on this payroll number. Default is **N**. Valid values are:

- Y** Yes: Run gross-to-net for this payroll number.
- N** No: Do not run gross-to-net on this payroll number.
- C** Completed: Gross-to-net has processed this entry.

**RUN TIMESHEET** - Indicates whether pre-printed timesheets should be run for this payroll number. Default is **N**. Valid values are:

- Y** Yes: Run pre-printed timesheets for this payroll number.
- N** No: Do not run pre-printed timesheets for this payroll number.
- C** Completed: Pre-printed timesheets have been produced for this entry.

**This field should always be set to N.**

**SHORT DESCRIPTION** -- The short description of the payroll number is displayed.

**LONG DESCRIPTION** - The long description of the payroll number is displayed. Default is the Short Description entry.

# PAY EVENT TYPE (PPET)



**ADVANTAGE Desktop - DA110 - [Pay Event Type]**

File Edit Display Modify Window Help

Pay Policy:  Pay Type:

Effective Date:  Expiration Date:

Short Description:

Long Description:

Pay Type Amount:  Pay Type Factor Amount:

Minimum Units Amount:  Maximum Units Amount:

Incremental Units Amount:  Guaranteed Minimum Amount:

Override Reserve Accrual:  Yes  No  N / A

Event Calculated as:  Factor  Amount

Override Contract Information

Exception Pay:  Yes  No  N / A

Adjustment Pay:  Yes  No  N / A

Positive Pay:  Yes  No  N / A

	Component Event Type	Rate of Pay Event Type	Pay Percent
1	ADDHR	REGLR	1.0000
2			
3			
4			
5			
6			
7			
8			

Messages | 7:24 AM | 05/17/00



## NOTES



## PAY EVENT TYPE (PPET)

The Pay Event Type (PPET) window defines whether or not a pay event is valid for a special pay policy and defines how pay for that event is calculated.

**Step 1** To open PPET from the SAM II Desktop Navigator window, click on the Go To icon. Type **PPET** in the **CODE**. Click on the Open button.

**Step 2** Populate the following fields to access information on the PPET table, or leave the field blank.

**PAY POLICY** - This code identifies which valid pay events are established for the pay policy. Valid values are located on the Pay Policy (PPOL) window. Type **ADJG**.

**PAY TYPE** - This code identifies the pay, leave or other payroll event allowed for a pay policy. Valid values are located on the Event Type (EVNT) window. Type **ADDHR**.

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Pay Policy and Pay Type you entered in Step 2 should now appear. Let's review the remaining fields.

**EFFECTIVE DATE** - This is the date the entry becomes effective.

**EXPIRATION DATE** - Default is 99/99/99. This is the last date the information is in effect.

**SHORT DESCRIPTION** - This is the short description of the pay policy code.

**LONG DESCRIPTION** – This is the long description of the pay policy code. Default is the Short Description entry.

**PAY TYPE AMOUNT** - This is the set amount to be paid for a pay event if the Use Pay Policy Event Rate is set to Yes on the Event Type (EVNT) window.

**PAY TYPE FACTOR AMOUNT** - This is the value by which the input amount (for example, units, hours) is to be multiplied to calculate pay (for example, .5 for standby, 1.5 for overtime). It is required if Pay Input Units is Time on the Event Type (EVNT) entry for the event type entered. Not allowed for event types for which Pay Input Units is Dollars or Units.



# PAY EVENT TYPE (PPET)

**ADVANTAGE Desktop - OA110 - [Pay Event Type]**

File Edit Display Modify Window Help

Pay Policy:  Pay Type:

Effective Date:  Expiration Date:

Short Description:

Long Description:

Pay Type Amount:  Pay Type Factor Amount:

Minimum Units Amount:  Maximum Units Amount:

Incremental Units Amount:  Guaranteed Minimum Amount:

Override Reserve Accrual:  Yes  No  N / A

Event Calculated as:  Factor  Amount

Override Contract Information

Exception Pay:  Yes  No  N / A

Adjustment Pay:  Yes  No  N / A

Positive Pay:  Yes  No  N / A

	Component Event Type	Rate of Pay Event Type	Pay Percent
1	ADDHR	REGLR	1.0000
2			
3			
4			
5			
6			
7			
8			

Messages | 7:24 AM | 05/17/00



## NOTES

## PAY EVENT TYPE (PPET)



**Step 3** Let's continue to review the remaining fields of the PPET.

**MINIMUM UNITS AMOUNT** - This is the minimum number of units that can be input for the pay event for a single occurrence. For example, the minimum amount of time that can be reported can be 10 minutes, which is entered as 0.10

**MAXIMUM UNITS AMOUNT** - This is the maximum number of units that can be input for the pay event for a single occurrence. For example, stand by pay time cannot be allowed to exceed 8 hours.

**INCREMENTAL UNITS AMOUNT** - This is the amount that represents the increment required for reporting a pay event recorded in units (dollars and cents, hours and minutes). For example, if a time based event must be reported in 10-minute increments, entering a **.10** in this field would cause the units reported with a pay event to be marked invalid if they are not divisible by 10.

**GUARANTEED MINIMUM AMOUNT** - This is the number of units guaranteed by contract, if appropriate. For example, an employee called back to work can be guaranteed four hours of pay even if the employee does not work four hours.

**OVERRIDE RESERVE ACCRUAL** - This overrides the Use Events in Reserve Pay indicator on the Event Type (EVNT) window. Yes indicates that the pay events of this pay event type should be included in reserve pay processing. No indicates that they should be excluded from reserve pay processing. Default is N/A.

**EVENT CALCULATED AS** - Must be set to Factor if the pay event type has Pay Input Units set to Time on the Event Type (EVNT) window. Must be set to Amount if the pay event type has Pay Input Units set to Dollars or Units on the Event Type (EVNT) window.

### **OVERRIDE CONTRACT INFORMATION:**

**EXCEPTION PAY** - Default is N/A. Select Yes to indicate the exception pay events of this pay event type should be included in contract pay processing. Select No if they should be excluded from contract pay processing. This overrides the indicator on the Event Type (EVNT) window. **This field is not used by the State of Missouri.**



# PAY EVENT TYPE (PPET)

**ADVANTAGE Desktop - OA110 - [Pay Event Type]**

File Edit Display Modify Window Help

Pay Policy:  Pay Type:

Effective Date:  Expiration Date:

Short Description:

Long Description:

Pay Type Amount:  Pay Type Factor Amount:

Minimum Units Amount:  Maximum Units Amount:

Incremental Units Amount:  Guaranteed Minimum Amount:

Override Reserve Accrual:  Yes  No  N / A

Event Calculated as:  Factor  Amount

Override Contract Information

Exception Pay:  Yes  No  N / A

Adjustment Pay:  Yes  No  N / A

Positive Pay:  Yes  No  N / A

	Component Event Type	Rate of Pay Event Type	Pay Percent
1	ADDHR	REGLR	1.0000
2			
3			
4			
5			
6			
7			
8			

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## NOTES

## PAY EVENT TYPE (PPET)



**Step 3** Let's continue to review the remaining fields of the PPET.

**ADJUSTMENT PAY** - Default is N/A. Enter Yes to indicate the adjustment pay events of this pay event type should be included in contract pay processing. Enter No if they should be excluded from contract pay processing. This overrides the indicator on the Event Type (EVNT) window. **This field is not used by the State of Missouri.**

**POSITIVE PAY** - Default is N/A. Enter Yes to indicate the positive pay events of this pay event type should be included in contract pay processing. Enter No if they should be excluded from contract pay processing. This overrides the indicator on the Event Type (EVNT) window. **This field is not used by the State of Missouri.**

**COMPONENT EVENT TYPE** - Enter up to 10 pay event codes to indicate which pay events are to be included as components of the pay event. For example, shift pay can be 10% of a regular pay event for shift work. Although only the regular pay/shift event is entered, both a regular pay component and a shift pay component can be generated by establishing these as the included events. The result is the employee is paid the full regular pay amount plus an additional 10% of regular pay for shift compensation.

**RATE OF PAY EVENT TYPE** - This is the pay event code which is used to determine the effective rate of pay for each inclusion. For example, if shift is 10% of regular pay, the regular pay event would be recorded here. If shift pay is a set amount (for example, 25 cents/hour), this field would be left blank and the 25 cents amount recovered from the pay event type entry for shift, the Pay Rate (PPRT) table, or from the employee's pay parameters.

**PAY PERCENT** - The percentage by which the effective rate of pay for the table-driven pay type is multiplied to determine the actual rate of pay for the included event. For example, if shift pay is 10% of regular pay, enter 10% here. Leave blank if the pay rate for event entered in Component Event Type should be found on Pay Event Type (PPET), Pay Rate (PPRT), or the employee's pay parameters.



# PAY RATE (PPRT)

**ADVANTAGE Desktop - 0A110 - [Pay Rate]**

File Edit Display Modify Window Help

Pay Information

Policy:  Chart:

Grade:  Step:

Progression:

	Pay Type	Amount Basis ID	Effective Date	Expiration Date	Pay Rate
1	REGLR	H	07 01 99	99 99 99	5.9367
2	REGLR	P	07 01 99	99 99 99	514.5000
3					
4					
5					
6					
7					
8					
9					
10					

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**STEPS**

	A	B	C	D	E	F	G	H	I	J	K	L
G A01	514.50	522.50	531.00	539.00	548.00	555.50	562.50	<b>573.50</b>	584.00	592.50	602.00	611.50
R A02	531.00	539.00	548.00	555.50	562.50	573.50	584.00	<b>592.50</b>	602.00	611.50	621.50	632.00
A A03		555.50	562.50	573.50	584.00	592.50	602.00	611.50	<b>621.50</b>	632.00	643.00	654.00
D A04		573.50	584.00	592.50	602.00	611.50	621.50	632.00	<b>643.00</b>	654.00	665.00	677.50
E A05			602.00	611.50	621.50	632.00	643.00	654.00	665.00	<b>677.50</b>	689.50	702.00
A06			621.50	632.00	643.00	654.00	665.00	677.50	689.50	702.00	<b>713.00</b>	726.00
A07			643.00	654.00	665.00	677.50	689.50	702.00	713.00	726.00	<b>739.00</b>	753.50
A08			665.00	677.50	689.50	702.00	713.00	726.00	739.00	753.50	766.00	<b>781.00</b>
A09			689.50	702.00	713.00	726.00	739.00	753.50	766.00	781.00	795.00	<b>810.50</b>
A10			713.00	726.00	739.00	753.50	766.00	781.00	795.00	810.50	825.00	<b>840.50</b>

## PAY RATE (PPRT)



The Pay Rate (PPRT) window defines an organization's pay plans and allows an employee's pay to be table-driven. Pay rates can be established for any combination of grade, step, pay chart or pay progression. This window allows you to view many pay types and each pay type has a separate amount basis. This combination allows virtually unlimited numbers of pay rates such as regular pay, shift pay, and hazardous duty pay.

**Step 1** To open PPRT from the SAM II Desktop Navigator window, click on the Go To icon. Type **PPRT** in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to access information on the PPRT table, or leave the field blank.

**PAY POLICY** – Enter the pay policy code for the pay rates you want to view. Type **ADJG**.

Select **DISPLAY: BROWSE DATA**

**Step 3** Information for the specific Pay Policy you entered in Step 2 should now appear. Let's review the remaining fields.

**CHART** - The pay chart code for the pay plan rate is displayed. The pay chart code provides a mechanism for establishing different pay plans for employees who are in the same title but receive different rates of pay based on their hire date (for example, prior to 12/31/79). Valid values are located on the Chart Rule (CHRL) window. **This field is not used by the State of Missouri.**

**GRADE** - The grade code for the pay plan rates is displayed. Valid values are located on the Grade (GRDE) window.

**STEP** - The step code for the pay plan is displayed. Valid grade/step combinations are located on the Step (STEP) window.

# PAY RATE (PPRT)



ADVANTAGE Desktop - OA110 - [Pay Rate]

File Edit Display Modify Window Help

Pay Information

Policy: ADJG Chart:

Grade: A01 Step: A

Progression:

	Pay Type	Amount Basis ID	Effective Date	Expiration Date	Pay Rate
1	REGLR	H	07 01 99	99 99 99	5.9367
2	REGLR	P	07 01 99	99 99 99	514.5000
3					
4					
5					
6					
7					
8					
9					
10					

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## NOTES

## PAY RATE (PPRT)

**Step 3** Let's continue to review the remaining fields of the PPRT.

**PROGRESSION** - The progression code for the pay plan rates is displayed. The progression code provides a mechanism for establishing different rates of pay based on length of service in a title. The progression must be specifically defined with the entered pay event and pay policy on the Pay Progression Rule (PPRL) window, or must be defined on Pay Progression Rule (PPRL) with a wildcard pay policy and/or pay event type. **This field is not used by the State of Missouri.**

**PAY TYPE** - The pay event code used for table-driven pay employees is displayed.

**AMOUNT BASIS ID** - The value to indicate the basis of the rate amount is displayed. Valid values are:

**A** - Annual salary

**H** - Hourly rate

**D** - Daily amount

**P** - Pay period amount

**C** - Contract pay. The State of Missouri will not be using this option at this time. Time-based rates are defined as an annual salary, but are processed under the contract pay model.

**EFFECTIVE DATE** - The date the pay becomes effective is displayed.

**EXPIRATION DATE** – The last date the information is in effect is displayed. Default is 99/99/99.

**PAY RATE** - The pay rate is displayed with four decimal places.



# WORK DAY SCHEDULE (WDAY)



ADVANTAGE Desktop - OA110 - [Work Day Schedule]

File Edit Display Modify Window Help

Work Cycle

Year  Month

	Schedule Day	Schedule Type ID
1	01	0
2	07	0
3	08	0
4	14	0
5	15	0
6	17	H
7	21	0
8	22	0
9	28	0
10	29	0
11		
12		

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## NOTES

## WORK DAY SCHEDULE (WDAY)

The Work Day Schedule (WDAY) window is used to define normal work days, off days (i.e. weekends), holidays, and contract work days for each work cycle as they pertain to State of Missouri employees.

**Step 1** To open WDAY from the SAM II Desktop Navigator window, click on the Go To icon. Type **WDAY** in the **CODE**. Click on the Open button.

**Step 2** Populate the following field to access information on the WDAY table, or leave the field blank.

**WORK CYCLE** - Enter the code of the work cycle whose work days are being defined. Refer to the Work Cycle (WKCY) window for valid values. Type **OFS**.

**Note:** Following are coding standards or “smart coding” for this table:

1st character – O for off day

2-3rd character – indicates days off

U – Sunday, M – Monday, T – Tuesday, W – Wednesday, H – Thursday,  
F – Friday , S – Saturday

Select **DISPLAY: BROWSE DATA**.

**Step 3** Information for the specific Work Cycle you entered in Step 2 should now appear. Let’s review the remaining fields of the WDAY.

**YEAR** - Specifies the year (00 through 99) for a particular work schedule.

**MONTH** - Specifies the month (01 through 12) for a particular work schedule.

**SCHEDULE DAY** - Specifies the day (01 through 31) to indicate a schedule type. It is not necessary to enter a schedule type for every calendar day. Days not entered are assumed to be workdays.

**SCHEDULE TYPE ID** - Displays the Schedule Type for each specified day. Valid values are:

**O - Off Day**

**H - Holiday**

**C - Contract Only**

**W - Work Day**



## TESTING YOUR KNOWLEDGE

Match the table with the correct purpose.

### TABLE

A. PAY CYCLE TABLE (CYCL)

B. PAY EVENT TYPE (PPET)

C. PAY RATE TABLE (PPRT)

D. PAY PERIOD (PERD)

E. PAYROLL GROUP TABLE (PYGP)

F. PAYROLL NUMBER TABLE (PYNO)

G. WORK DAY SCHEDULE TABLE (WDAY)

### PURPOSE

1. Defines time and pay parameters for each pay period
2. Defines the payroll numbers used to group employees for whom pay is generated at the same time
3. Define normal work days, off days (i.e. weekends), holidays, and contract work days for each work cycle
4. Defines a distinct payroll cycle period in which pay and deduction details are processed.
5. Defines the groups of employees for check printing purposes based on their assigned pay cycle
6. Defines whether or not a pay event is valid for a special pay policy and defines how pay for that event is calculated
7. Defines an organization's pay plans and allows an employee's pay to be table-driven